

MEMO

Date: September 3, 2020
For: Village Board Meeting September 8, 2020
From: Trustee Melissa Ratcliff
RE: Library Planning Committee (LPC)

At the LPC meeting on September 2, 2020, the committee members approved 5-0 the following:

- 5a. Final survey introduction video: <https://www.youtube.com/watch?v=A5ET4fAh6e4>
The video will also be available in Spanish.
- 5b. Final survey questions: Attached
The survey will be in Survey Monkey format and will also be in Spanish.
- 5c. Timeline for survey availability, having village send out survey link to email list and Parks and Recreation email list, post on Village website, and post on Village Facebook and Parks and Recreation Facebook pages and amounts.

The Committee voted to have the survey go live from September 15, 2020, to October 15, 2020, and have all general communication outreach to be emailed and posted on September 15, October 1, and October 12, 2020, and remain on the village website for the whole month.

The Committee approved this website/Facebook post language:

Website/Facebook post 1

Please help the Library Planning Committee gather information from our community about your interest in having a library in Cottage Grove. There is a brief video that provides information about the committee and services a library can provide by completing this survey (linked).

Other Facebook Posts:

It's not too late to provide your feedback to the Library Planning Committee by completing this survey! (linked)

Help the village by completing this survey about your interest in having a library in Cottage Grove! (linked)

Can you help us? Please complete this survey so the Library Planning Committee can determine the interest in our community for a library in Cottage Grove! (linked)

How do you feel about a library in Cottage Grove? Please complete the survey so the Library Planning Committee can determine interest for a library in Cottage Grove! (linked)

Do you want a library in Cottage Grove? Let the Library Planning Committee know by completing this survey! (linked)

The committee indicated that village staff can determine what Facebook post language they would want to use on what date.

Email to Village and Parks & Recreation Emails:

Hello!

We are looking for feedback from our community! We are gathering information from our community about interest in having a library in Cottage Grove. The results from this survey will be used to determine the level of interest and will be presented to the Village Board. After the presentation by the Library Planning Committee, the Village Board will determine whether to continue to proceed with working toward building a library. Our first step is to determine if there is support for a library in Cottage Grove.

There is a short video that provides information about the Library Planning Committee and services a library provides, then the survey will start by clicking here (linked).

If you have any questions about the survey, library or timeline, please contact Trustee Melissa Ratcliff at mratcliff@village.cottage-grove.wi.us or via phone at #608-239-6548.

Thank you!

Trustee Melissa Ratcliff
mratcliff@village.cottage-grove.wi.us
ph: 608-239-6548

- 5d. The committee members discussed a list of groups to reach out to in the community, mostly from page 35 of “Community Guide in the grove” and will make contact with the leaders of those groups, sending them the following email, asking them to send the survey to their members:

EMAIL for outreach:

Hello Community Group!

We are looking for feedback from our community! Could you help the Village’s Library Planning Committee (LPC) by sending this email and survey to your members? We are gathering information from our community about interest in having a library in Cottage Grove. The results from this survey will be used to

determine the level of interest and will be presented to the Village Board. After the presentation by the Library Planning Committee, the Village Board will determine whether to continue to proceed with working toward building a library. Our first step is to determine if there is support for a library in Cottage Grove.

There is a short video that provides information about the Library Planning Committee and services a library provides, then the survey will start by clicking here (linked).

If you have any questions about the survey, library or timeline, please contact me via email or phone.

Thank you for all you do!

Melissa Ratcliff
mratcliff@village.cottage-grove.wi.us
ph: 608-239-6548

ACTION ITEMS:

The Library Planning Committee is recommending the following:

- A. Approval of the video and survey in both English and Spanish;
- B. Approval of the timeline for the survey to be active from September 15 to October 15, 2020; and
- C. Approval of the language noted in 5c. above for:
 - a. Post on the Village website from September 15 to October 15, 2020;
 - b. Emails to Village email list and Parks and Recreation email list on September 15, October 1, and October 12, 2020; and
 - c. Facebook posts on Village and Parks and Recreation Facebook pages on September 15, October 1, and October 12, 2020.

SURVEY

(Website page text and button:)

The Village of Cottage Grove Library Planning Committee wants to know, “How Important are local Library Services to YOU?”

Take the *English* Area Residents and Businesses Survey [HERE](#)

Take the *Spanish* Area Residents and Businesses Survey [HERE](#)

Take the survey via phone at 608-839-8045 (Library Planning Committee member)

Intro - video view or option to skip

1. Where do you live?

Village of Cottage Grove, WI

Town of Cottage Grove, WI

Other (write in)

2. Please fill in the number of people in your household.

Under 5 years of age

5-10 years of age

11-14 years of age

15-18 years of age

19-65 years of age

Over 65 years of age

3. How do you have access to the internet at your residence? Check all that apply

A. Internet provider y/n

B. Phone y/n

C. I don't have access y/n

4. How important are each of the following library services to you (and your family)?

Extremely important Very important Somewhat important A little important Not at all important

- A. Borrowing materials such as books, devices, games, newspapers and magazines, DVDs, CDs etc...
- B. Research assistance from librarians to help find items.
- C. Programs such as storytime, summer reading, world language, hobbies, clubs, health/wellness, fitness, genealogy/ancestry etc...
- D. Tech device assistance through classes and drop in help for all ages
- E. Wifi and Internet access
- F. Online library services including library websites, shared catalog, and research databases
- G. Access to use of photocopier, scanner, and digitizing equipment
- H. Home service, outreach, and special materials resources for people with disabilities
- I. Racial equity/social justice resources, seminars and trainings
- J. Cultural/historical events and interactive learning experiences
- K. Job search and training information plus career resources
- L. Collaboration with local schools, daycares and organizations
- M. Literacy programs for all ages
- N. Access to free e-books and audio books

5. Overall, how important are library services to you (and your family)?

- Extremely important
- Very important
- Somewhat important
- A little important
- Not at all important

6. How important are each of the following library building spaces to you (and your family)?

Extremely important Very important Somewhat important A little important Not at all important

- A. Quiet reading area
- B. Small study rooms, work rooms and/or meeting rooms
- C. Large, versatile community room
- D. Comfortable spaces in the library
- E. Children reading and play area
- F. Preteen and teen areas
- G. Computer stations throughout the library
- H. A workspace to be creative and innovative
- I. Outdoor patio and community garden
- J. Outdoor nature learning area
- K. Outdoor book and material drop off available 24/7

7. Overall, how important is a community library building to you (and your family)?

- Extremely important
- Very important
- Somewhat important
- A little important
- Not at all important

8. How well does the Bookmobile meet your library needs?

- Very well
- Well
- Somewhat well
- Not at all
- I don't use the bookmobile

9. How interested would you be in having a library building in Cottage Grove?

- Extremely interested
- Very interested
- Somewhat interested
- A little interested
- Not at all interested

**10. Please share any comments or questions you have for the Library Planning Committee.
(write in)**

Submit your contact information to provide additional feedback to the Library Planning Committee.

First name

Last name

Email address

Phone number

Thank you for completing the Cottage Grove Library Planning Committee survey
For survey assistance or questions, contact the Library Planning Committee chair at
mratcliff@village.cottage-grove.wi.us